

**STANDARD  
SEARCH  
REQUESTS**

Prepare your double-spaced printed lists of State PLS standard search requests in the format illustrated below and in accordance with item instructions. Search requests which do not contain required data are not processed.

Entries may be typed, machine printed or hand printed in black or blue ink and must be legible to ensure processing by key punch staff.

Identify each page with heading information and column titles and total requests per page listed.

**LIST FORMAT/  
SAMPLE**

STANDARD SEARCH REQUESTS				
Req. X	Co. XX (numeric)	Dist. XX (alpha or numeric)		
Soc. Sec. No	Name	Case No.	Type Case	Search Code
111-22-3333	ONeill John	V9912345A	A	LF
333-22-4444	McMann Frederick	V8279111A	N	L
777-99-8888	LopezTorres Jose	V1234567A	A	F
Total Requests:	3			

**ITEM  
INSTRUCTIONS**

<u>Item</u>	<u>Instructions</u>
Title	Identify list as "Standard Search Requests."
Req.	Enter the appropriate code to identify the source of the request:  S= Support Specialist P= Prosecuting Attorney
Co.	Enter your two-digit county code. County codes are listed in Appendix 2.
Dist.	Enter a two position alpha or numeric code to identify the individual requestor. This field is optional.
Soc. Sec. No.	Enter the social security number of the individual you are locating.

**Name** Enter the individual's last name and then first name. **Do not** use middle names. Do not use suffixes such as Jr., Sr., II. **Do not** use any special characters such as commas, periods, apostrophes, hyphens. **Do not** use blank spaces within a last name or a first name. Examples of acceptable name conversions are:

**Absent Parent Name**

Frederick Mc Mann  
 John O'Neill  
 John En, Sr.  
 Jose Lopez-Torres  
 J.T. Hall

**Acceptable Name**

McMann Frederick  
 ONeill John  
 En John  
 LopezTorres Jose  
 Hall JT

**Case No.** Enter the IV-D case number, the FIA case number or the court case number or the case name.

**Case Type** Identify the IV-D case type. Enter the letter "A" for a FIP-related IV-D case or the letter "N" for a non-FIP IV-D case.

**Search Code** Enter a code or codes from the following list to identify the search or searches requested. Do not use intervening commas or periods.

**Code****Resource**

F

Federal Parent Locator Service (FPLS)

L

Absent Parent/Labor Department (APL)  
 File Match System

Worker compensation contested claims and FIA Client Information System records are searched regardless of the search code specified.

**Total Requests** Specify the total number of individuals identified on the page.

**Distribution** Send routine search requests to the State PLS at the address listed below. Where available, use interdepartmental mailing services.

Michigan Family Independence Agency  
 Office of Child Support  
 State Parent Locator Services  
 P.O. Box 30478  
 Lansing, Michigan 48909-4978

For ID Mail -  
 1215 Grand Tower